

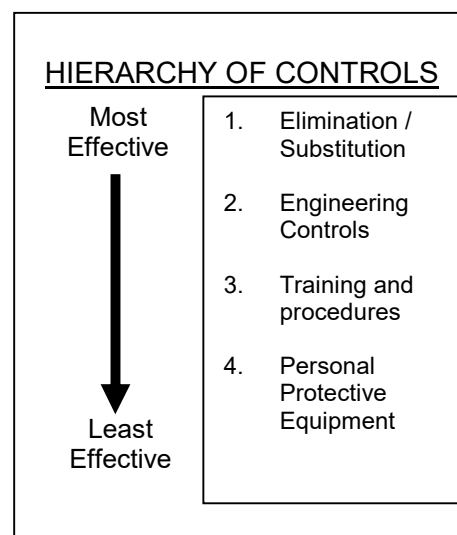
# SAFE WORKING GUIDELINES PERSONAL PROTECTIVE EQUIPMENT

## 1. Introduction

It is the responsibility of all employees and subcontractors to ensure that control measures are put in place. Risk Control is the means for minimizing or eliminates the identified risk and is carried out using the following heierarchy of control:

- *Eliminate the risk by ceasing the hazardous component or activity*
- *Substitute a less harmful alternative hazard substance or process*
- *Isolate the hazard at source using engineering means*
- *Introduce administrative controls to minimize exposure*
- *Use of Personal Protective Equipment*

Personal Protective Equipment (PPE) is the least effective control measure because the hazards and risks are still present.



## 2. Purpose

The purpose of this document is to outline the requirements and practices for the management of PPE to assist with the correct selection, supply use, replacement, maintenance, training and storage.

## 3. Definitions

Personal Protective Equipment (PPE) is defined as safety clothing or equipment for specified circumstances or areas, where the nature of the work involved or the conditions under which people are working, requires it's wearing or use for their personal protection to minimise risk.

## 4. Roles & Responsibilities

Project Managers/ Supervisors and Site Supervisor are responsible for the following:

- Ensure adequate training and continuing supervision is carried out at all times to employees using PPE;
- Ensure appropriate warning signs are positioned in locations where PPE is required to be worn.

Other Employees / subcontractors are responsible for the following:

- Employees and subcontractors are not permitted onto any Proline work site/s unless they have steel capped safety boots and at a minimum a collared shirt and pants;
- Use appropriate PPE for the task being carried out;
- Co-operate with Project Managers/Supervisors and Site Supervisor in implementing the use and maintenance of PPE;

## 5. Selection of PPE

Selecting the most appropriate PPE for the task is the first step to ensuring the user is protected against the hazard. The decision making process for selecting PPE can be supported by sources of information including:

- Designers, manufacturers or suppliers of PPE can give advice on the specifications and appropriate use of their products;
- Australian Standards;
- Material Safety Data Sheets;
- Risk Assessments;
- Safe Work Method Statements.

It is important to ensure the correct selection of PPE, as not all PPE will meet the same performance requirements and provide the same protection. Eg No one type of glove will provide the same protection against hazardous substances and a respirator does not provide the same level of cover as a dust mask.

When selecting PPE consideration should be given to the following:

- Durability
- Permeability
- Abrasion resistance
- Burn resistance
- Insulation
- Cut resistance
- Ability to clean
- Size
- Comfort

### 5.2 Types of PPE

- a) Head Protection – Hard Hats – shall be worn on all Proline worksite/s at all times to negate a person being struck in the head by a falling objects or where a person may strike his/her head against a fixed objects.
- b) Eye Protection – Safety Glasses / Goggles – shall be worn where a risk of eye injury exists. Typical hazards might include flying particles, dust, splashing substances, harmful gases, vapors, aerosols and high intensity radiation from welding operations.
- c) Hearing Protection – Earplugs / Ear muffs – shall be worn where a risk of noise induced hearing loss exists.
- d) Respiratory Protection – Respirators / Dust Masks / Face Masks – shall be worn where there is an inhalation risk of substances.
- e) Footwear – Steel Capped Safety Boots – shall be worn on Proline worksite/s at all times.
- f) Hand Protection – Gloves – shall be worn where an identified hazard exists where there is a potential for a hand injury, ie cuts, chemical burns etc
- g) Protective Clothing – Collared Shirts – shall be worn on Proline worksite/s at all times.
- h) High Visibility Safety Vests – shall be worn on Proline worksite/s at all times.
- i) Body Protection – Aprons / Safety Harnesses / Thermal Wear / Overalls
- j) Substances used to protect - Suncream



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### **5.3 Use**

Any protective equipment provided for use should be appropriate for the wearer and that it controls the risk. Protective equipment should be in a clean and hygienic condition for the wearer. This equipment should not be shared between wearers unless the equipment is deemed to be clean. Any protective equipment should be stored and located in an appropriate place so that it remains clean and not exposed to the elements.

### **5.4 Maintenance**

There should be adequate maintenance on PPE to ensure it controls the risk. Maintenance should include regular inspection before each use to determine if the equipment has sustained

any damage. Where PPE is damaged, so that it may not provide the necessary protection, it should be either repaired or disposed of and replaced as required.

## 6. Training

The Systems Manager will train employees during WHS EMS QA Seminars to ensure that employees can identify risky activities and receive appropriate training.

Training should cover at least the following:

- a. The correct use, care and storage of personal protective equipment
- b. The procedure to be adopted in the event of an accident or injury.

Site Supervisor should ensure the person/s being trained understand the reason for performing the task with the least amount of risk, can recognise the risks and decide the most appropriate method to complete the task and can perform the task in the correct way.

## 7. Review & Evaluation

In order to ensure this procedure remains effective, it will be reviewed by Senior Management on an annual basis or in the event of an injury or near miss resulting from the use of PPE, changes in legislation or if raised by an employees concern.

## 8. References / Legislation

- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2017

## 9. Version Control

<b>Date</b>	<b>Version</b>	<b>Owner</b>	<b>Comments</b>
09.04.09	1	Michelle Noy	For Issue
18.04.12	2	Michelle Murphy	Changes in legislation
19.02.16	3	Michelle Murphy	General Review
01.09.17	4	Michelle Murphy	General Review
01.06.18	5	Michelle Murphy	Changes in legislation